

# **HIRAM COMMUNITY CENTER RULES AND REGULATIONS:**

## **MAXIMUM CAPACITY : 85 Seated /101 standing**

Please initial all yellow highlighted areas below. A copy of these initialed pages must be returned with your contract to secure a reservation:

**CANCELLATION POLICY:** To obtain a refund for a cancelled event, written notice of cancellation must be received 30 days prior to the scheduled event date for a full refund. If cancelled less than 30 days prior to the event date, **NO REFUND WILL BE GIVEN & NO RESCHEDULING TO A DIFFERENT DATE**

### **FEES:**

#### **Weekend Rates:**

5 hours to include set up / clean up time	\$300.00
Additional Hours up to a maximum of four (4) - \$25.00/Hr. (More than 9 hours becomes an all day rental)	\$100.00
ALL DAY RENTAL- 16 hours / 8am – 12am	\$600.00

#### **Weekday Rates:**

5 hours to include set up / clean up time	\$175.00
Additional Hours up to a maximum of four (4) - \$25.00/Hr.	\$100.00

#### **Hourly Rates:**

2.5 hour minimum to include set up / clean up time	\$125.00
One additional hour at 25.00/Hr. (More than 3.5 hours moves into 5 hour rental rate)	\$ 25.00

ALL DAY RENTAL- 16 hours / 8am – 12am	\$600.00
Table and Chair Set up Fee	\$ 60.00

**RENTAL DEPOSIT:** A \$150.00 rental deposit must be paid when a contract is signed. The deposit will be applied to the cost of the entire rental period. If your rental is within 15 days of signing the contract the total rental fee is due in CASH. INITIALS:

**DAMAGE DEPOSIT:** A \$300.00 damage deposit payable in cash or by check and is due at the time the contract is signed. This deposit will be held until 10 business days following the conclusion of your event. Monies will be returned after the cleaning crew has signed off on the physical damage form for the event, and after it is determined as to whether any of the City's rules and regulations have been violated. **Any monies held for "damage" or breach of contract will be done so and the customer will be notified immediately (within 5 business days) of the issues.** INITIALS:

**RENTAL FEE:** The balance of the rental fee must be paid no later than **thirty (30) days** prior to the reservation date. If you must cancel your reservation, a refund will take place in accordance with the cancellation policy stated in the Rules/Regulations. INITIALS:

**Reserved Hours:** The hours that were reserved for your event are strictly enforced, which must include **set up and clean up**. For example, an event scheduled from 4pm to 11pm means you are unlocking the door at 3:45pm and locking it at 11pm on your way out. INITIALS:

**Key Pick Up:** *All events need to pick the key up on the day of their event no earlier than 15 minutes prior to the event start time at the Police Department/GCIC. (These are the double glass doors at City Hall). The key will need to be returned to GCIC and logged back in at the end of your event. They are open 24 hrs.* INITIALS:

**Alcohol Policy:** A Hiram Police Officer will be necessary for any event that will be serving alcohol during the hours that guests will be present. All guests that consume alcohol must be at least 21 years of age. The officer is \$35.00 per hour in cash, which is paid directly to the police officer at the beginning of the event. To schedule an officer, contact the Customer Service Representative at City Hall Administration x2001 or complete the paperwork at the time of signing the contract. INITIALS:

**Alcohol Permit:** Any event serving alcohol whether catered or BYOB must contact Melissa Chosewood at 770-943-3726 x2016 to obtain an Alcohol Permit for the event. Caterers must also comply with additional ordinance regulations. INITIALS:

Catered Function: If catered, all components need to be set up and removed within the reserved event times. No over night or early drop offs allowed. Additional hours may be purchased for \$25.00/hr to accommodate additional time your caterer may need. These hours need to be scheduled and paid for prior to your pick up of the key the day of your event. INITIALS:

**SET UP:**

**FURNITURE / FIREPLACE MANTEL / ACCESSORIES ARE NOT USABLE DURING YOUR EVENT.**

**-These pieces may NOT be used for seating, food, beverages, decorations, etc. for any reason. Any damage sustained to these pieces will be the contracted person's monetary responsibility.** INITIALS:

The approved copy of the contract must be with the contact person while using the facility. INITIALS:

No smoking or tobacco use allowed in the hall. Smoking is permitted outside the front double glass doors and is the ONLY approved place for smoking on City Hall property. INITIALS:

All members of the party must adhere to the rules at all times. INITIALS:

Do NOT alter the thermostat at all as it is locked / preset to take into consideration maximum capacity during an event. INITIALS:

Items that are not allowed *inside or outside* the facility are as follows:

- Confetti, rice, and birdseed (even in regards to a wedding) hay, pine-straw, etc.
- Personal, mobile grills (All sidewalks, passageways, halls, and exits shall not be obstructed at any time.)
- Fire, candles, tiki torches, and all other open flames. Birthday candles are permitted in short periods of time to sing, take a picture, etc. Sterno cans are permitted for food service only.
- Gasoline, explosives, oils, and other artificial lights
- Nails, tacks, staples, glue on any fixtures, wall, plantation shutters, doors or windows.
- Scotch, masking, or duck tape on any fixtures, wall, plantation shutters, doors or windows.
- Painting, staining, repairs, or alterations to change appearance or contours of said building or property

INITIALS:

Children must be supervised by an adult at all times. INITIALS:

There is no podium, projector or P.A. system available for public use. INITIALS:

**CLEAN UP:**

Garbage is to be bagged, tied and placed in the dumpster. Trash cans should be placed by the kitchen before leaving the facility. The Lessee accepts the facility in good order, and repair, and agrees to leave the facility (building, grounds, furniture, and equipment) in like condition to the City of Hiram, free of debris and garbage. INITIALS:

Items furnished that need to be cleaned and remain are:

Refrigerator, garbage cans, and large capacity microwave, convection oven and coffee maker

INITIALS:

Unfurnished Items that need to be cleaned / removed: All decorations, food, containers, and all rentals.

INITIALS:

Lessee is prohibited from removing furnishing / equipment owned by the City of Hiram from the event center.

INITIALS:

Turn all lights off when you leave and lock the front glass door/s.

INITIALS:

Key Return: **All events need to return the key on the day of their event no later than 30 minutes of end time of the event.**  
**at the Police Department/GCIC. (These are the double glass doors at City Hall). The key will need to be returned to GCIC and**  
**logged back in at the end of your event. They are open 24 hrs.** INITIALS:

**LIABILITIES, RESPONSIBILITIES, AND ADDITIONAL INFORMATION:**

The Lessee shall be liable for any and all damages caused through their own act or the acts of anyone visiting the facility upon the invitation of said lessee or any portion thereof or to persons or property for which the City is held responsible. INITIALS:

Surveillance Cameras have been added to the Community Center in October of 2011. These are for your protection as well as ours. Any damaged sustained during an event and found on video to be caused by the Lessee or the guests of the Lessee, whether invited or uninvited, shall be documented and quotes will be obtained to fix, repair or replace the item(s) damaged. The Lessee will be contacted within 5 business days regarding the damage and arrangements to pay for the damage will be made with the City Operations Manager, Mr. Jody Palmer. The Lessee is the sole responsible party for damage sustained during the rental hours of their event and if it is found to be other persons in attendance that caused the damage, it is the Lessee's responsibility to collect monies to pay for the damages directly from those guests. The City will not be responsible for collection of monies from any other parties other than the Lessee that has signed this contract.

INITIALS:

Lessor reserves the right through its officers or agents to reject any objectionable party or parties from the facility. Upon exercise of his authority through any of its employees, agents, or police officers, Lessee hereby waives any and all claims for damages against the City of Hiram.

INITIALS:

The Lessee hereby releases said City from any and all damages to persons or property during its use of facility. Lessee also agrees to indemnify and hold harmless the City against any and all claims sustained by any person, including the Lessee, which may result from the use of said park by Lessee. The indemnification herein agreed to by the Lessee shall include indemnification for negligent acts of the City or any of its agents, servants, or employees.

INITIALS:

Lessor reserves the right, without notice, to cancel this lease at any time whatsoever, if in the determination of the Lessor, cancellation is necessary to protect the health, welfare, morality, or safety of the public, or if the premises are used for any other than that specified by the lease, or if Lessee's use constitutes a nuisance or is in any other way in violation of the laws or ordinances of the City of Hiram or the State of Georgia. In the event of the cancellation of this agreement, Lessee shall have no claim of any kind against the Lessor by reason of such cancellation.

INITIALS: